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ABSTRACT

Prepared to inform and update Boston College faculty and administrative personnel on the impact of automation and resource sharing on the Boston College library system and the services it provides, this report contains sections on: OCLC and its interlibrary loan subsystem; the consortia in which the Boston College libraries participate; present and future serials handling systems at Boston College; the totally-integrated automated system anticipated for the new central library (including a public online catalog); and the relationship of faculty research and teaching needs to collection development, media services, bibliographic instruction programs, and special collections. The emphasis throughout is on the evolution of systems and services to aid faculty in teaching and research. Included are numerous illustrations, a glossary of library terms, and a directory of Boston College library personnel. (Author/JL)

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ED216693

BOSTON COLLEGE LIBRARIES: SYSTEMS, SERVICES, RESOURCES

Prepared by an Ad Hoc Committee of Boston College Librarians for participants in "Research and the Boston College Libraries," a program for faculty, presented on January 13, 1982 in McGuinn Auditorium.

U.S. DEPARTMENT OF EDUCATION
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Editors
Rhoda K. Channing and John C. Stalker

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   Y _____ N _____ Did not attend the presentation _____

2. Did you read further in this booklet after the presentation?
   Y _____ N _____

3. Which sections were especially useful? (They are listed under "Contents")

   _____

   _____

   _____

4. Which sections were of no interest?

   _____ _____

5. Should additional library terms have been defined? Y _____ N _____

6. The Library Staff Directory has been inserted at the end of the booklet. Do you expect to refer to it when you have a library problem?
   Y _____ N _____

COMMENTS

OCLC, INC. AND THE NATIONAL ONLINE UNION CATALOG

The most revolutionary innovation in library services during the past decade has been the development of nationwide online union catalogs. These databases supplement the still indispensable National Union Catalog, published by the Library of Congress. The oldest and by far the largest online union catalog is OCLC, in which Boston College participates through the independent regional network, NELINET.

OCLC was founded in 1967 by the Ohio College Association and was originally called the Ohio College Library Center, reflecting its regional status. In 1972 OCLC began to expand beyond Ohio, first through NELINET and then through other regional networks, until it became firmly established in all fifty states. Plans for overseas expansion, in particular to Europe and Australia, have been in progress over the past few years.

In 1981 the name of the organization became OCLC Online Computer Library Center, Incorporated. OCLC describes itself as "a not-for-profit computer library service and research organization based in Dublin, Ohio...The purpose of OCLC is to promote the evolution of library use, of libraries themselves, and of librarianship. OCLC has two fundamental objectives: to increase availability of library resources for patrons of member libraries, and to reduce the rate of rise of per-unit costs in libraries."

Approximately 4,000 terminals are linked to the OCLC computer center in Ohio by dedicated, leased telephone lines. Libraries may also access the computer center through dial-access terminals using timesharing.

By November, 1981, the OCLC Online Union Catalog contained over 8 million bibliographic records representing books, serials, audiovisual media, special instructional materials and kits, manuscripts, maps, music scores, and sound recordings.

Records are entered online by the 2,700 member libraries, including such Federal agencies as the U. S. Government Printing Office, the CIA, the Department of the Interior, etc., and by the National Library of Canada. Records from the Library of Congress and the National Library of Medicine are added regularly. Approximately 25,000 new titles are added from all sources each week. Some 2 million, or over 25%, of the 8 million records in the data base come from Library of Congress tapes. Academic libraries comprise 60% of the membership of OCLC, Inc. The Boston College Libraries, among others, are preparing for the replacement of their present card catalogs to in-house online catalogs by converting present records to machine-readable form via OCLC. This activity accounts for a significant proportion of the new records entering the OCLC database, which is becoming increasingly useful for locating older books.

BENEFITS FROM OCLC

The most noteworthy initial effect was the streamlining of catalog card production methods. In pre-online days, every new book in the library was the subject of laborious searching in LC (Library of Congress) proof slips and/or in the printed National Union Catalog to find cataloging "copy." If it was found only in the NUC, a Polaroid film was made of it, cut to size and pasted to a 3 by 5 card. After typing call numbers on these patched up cards or on the proof slips, these records were batched and sent out to be photographically reproduced on cards. When the card sets came back, the library assistants would type the added author and subject headings, trying to fit them on the tops of the cards. When copy was not found for a book, it had to be cataloged from scratch, and every library in the country acquiring that book had to do its own original cataloging, or more likely, add the book to the backlog of material being held aside to be re-searched.

OCLC has eliminated most of this cumbersome manual activity. Only one place need be searched for a bibliographic record - the database in Ohio, which has about 98% of our current acquisitions. A single command at a CRT terminal produces a full card set, with all the headings printed on extra cards. These cards are shipped daily, pre-sorted mechanically according to the catalogs into which they will be filed. OCLC has reduced to zero the amount of time spent on typing added entries and subject headings.

Again, if an item has to be cataloged from scratch, only one of the 2700 member libraries needs do it, and it then becomes immediately available to all the other libraries, which is precisely what is meant by a national online union catalog.

This immediate and easy retrievability of all sorts of cataloging records, both LC and member-input, has had another outstanding impact on libraries - the virtual elimination of what was once the bane of most academic institutions: cataloging backlogs. At Boston College, this effect can be seen in the fact that the Catalog Dept. no longer requires any shelving space in the basement of Bapst, whereas not long ago it had several walls of shelving there for what was then a more or less permanent backlog. Two of the above-mentioned improvements - the elimination of backlogs and the fast filing of cards into the public catalogs - constitute the most important benefits of our participation in OCLC for students and faculty, although in this connection the improved quality of Interlibrary Loan Services must not be overlooked.

One further comment about the streamlining effect of OCLC on cataloging operations - in pre-online days, every book had to have a spine label, a charge card and a pocket typed for it. This required three separate operations and three separate proofreading tasks for all of 25,000 plus books acquired per year. (Excluding non-circulating items, a negligible fraction of the total involved). Sometime in the mid-seventies, OCLC developed a label production capability from the online bibliographic record via an impact printer attached to any OCLC terminal, using pin-feed, continuous form, 3 part labels for each volume. Work-Study students and other temporary help can quickly master the techniques of this operation, and the last remaining manual typewriter-based activity has thus disappeared from regular cataloging procedures.

What has been described up to now might be considered the short term impact of OCLC on library cataloging operations. For several years after its introduction into the New England area, OCLC was regarded by most libraries - including Boston College - as merely a cheaper and faster way to get catalog cards. During the mid to late 1970's, however, it began to dawn on most librarians at large academic libraries that the days of the card catalog were numbered. The growing costs of labor, space, and expense involved in maintaining the card catalog were becoming unacceptably high.

The only alternatives were a COM-catalog (computer-output-microform via microfilm or microfiche) or, the ultimate in progress, an online catalog with user-cordial CRT's all over campus. As these alternatives came under review, one fact stood out for those libraries participating in OCLC - their institutional OCLC archive tapes, the incidental result of online catalog card production activities over the preceding 3 to 5 years, now constituted the indispensable nucleus for an alternative to the card catalog, whether in COM-Cat or online form.

For Boston College, towards the end of 1977, with some 24,000 titles already in machine-readable form, to which some 18-20,000 records were being added annually, it seemed a concerted effort at the conversion to machine readable form of our entire manual shelflest was a realizable goal! While desirable on its own merit, this project gained immediacy as the prospect of a new library building arose. Thus began in January 1978, very haltingly at first, the retrospective conversion project, probably the most ambitious project the Catalog Dept. has ever undertaken. Involved were some 300,000 titles at Bapst and up to 100,000 titles at the professional libraries, exclusive of the Law School Library, which is involved in its own equivalent of a Retrocon Project in its total reclassification project.

We are now about three quarters of the way towards our goal - and our goal is now an online catalog via Dataphase, bypassing the very expensive interim solution of a microfiche catalog.

It might be noted in passing here, that when Boston College started on its Retrocon Project in January 1978, there was no other member of the 200 or so NELINET libraries involved in such a project. The Boston College Libraries were the first in the New England area to convert their holdings to machine readable form, although gradually others also got into the act - to some extent inspired, it seems, by the example being set at Boston College.

An intended side-benefit of this Retrocon Project at Boston College has been its potential usefulness for bar-coding the entire circulating collection in preparation for a much-needed automated circulation system.

INTERLIBRARY LOANS

OCLC has developed an automated Interlibrary Loan (ILL) Subsystem which enables libraries to create, transmit, and fill loan requests rapidly and efficiently through online communications. The success of the ILL Subsystem has dramatically increased lending by the Boston College Libraries. Access to the online cataloging records of 2,700 libraries likewise increases the availability of library resources to the Boston College community.

At the local level, automation of Interlibrary Loan activities has resulted in a great reduction in time between the initiation of a request and the receipt of the requested item. Since ILL communications between libraries are now handled electronically via CRT terminals, eliminating postal service delays, a borrower at Boston College can expect to receive the required item within 8 to 10 days against an average of 2 to 3 weeks under the old manual system.

SAMPLE INTERLIBRARY LOAN SCREEN

```
il:1899169\+
 Screen 1 of 2
 ILL: 1899169    Borrower: BXM        ReqDate: 811019    Status: RECEIVED
 OCLC: 1164671   NeedBefore: 811119   RecDate: 811026    RenewalReq:
 Lender: *AZM,MBB,WHE,IAA,IAE         DueDate: 811130    NewDueDate:
  1 CALLNO:  839.8226/I12zc
  2 AUTHOR: Lyons, Charles R.
  3 TITLE: Henrik Ibsen: the divided consciousness
  4 EDITION:
  5 IMPRINT: Carbondale, Southern Illinois University Press [1972]
  6 ARTICLE:
  7 VOL:          NO:                DATE:                PAGES:
  8 VERIFIED: OCLC
  9 PATRON: John Emerson, Acq. dept.
 10 SHIP TO: ILL Bapst Library,Boston College,Chestnut Hill,Ma.02167
 11 BILL TO: Same
 12 SHIP VIA: Library Rate        MAXCOST: any          COPYRT
COMPLIANCE:
 13 BORROWING NOTES:
 14 LENDING CHARGES:              DATE SHIPPED: 811019 SHIP INSURANCE:
$10
 15 LENDING RESTRICTIONS:
 16 LENDING NOTES:
ns\+
 Screen 2 of 2
 17 RETURN TO: ill/assumption college/500 salisbury st./worcester, ma
01609
 18 RETURN VIA:
 19 RETURNED VIA:                 RETURNED DATE:       INSURANCE:
```

CONSORTIA AND RESOURCE SHARING

Boston College participates in two library consortia - the Boston Library Consortium and the Boston Theological Institute. Faculty members whose research needs are not fully satisfied by the Boston College libraries may make use of the shared resources provided by these cooperative ventures.

The Boston Library Consortium consists of Boston College, the Boston Public Library, Boston University, Brandeis University, the Massachusetts Institute of Technology, Northeastern University, the State Library of Massachusetts, Tufts University, the University of Massachusetts campuses at Amherst and Boston, and Wellesley College.

The consortium maintains a union list of serials held by all members except MIT. A microfiche copy of the union list is kept at each reference desk of the Boston College libraries. At each desk there is also a Consortium Handbook which contains information about each participating library - including areas of collection strengths. The Bapst reference desk also has microfiche copies of the MIT and Pioneer Valley union lists, and a finding aid for major microform sets held by consortium libraries.

Faculty members may receive a consortium identification card upon presentation of a Boston College ID card and completion of an application form at the Bapst reference desk. New cards must be obtained each fall and revalidated for the spring and summer terms. Card holders should register at each library visited and observe each institution's regulations concerning such matters as circulation policy, and payment of fines and charges for lost materials. Borrowed materials may be returned at any participating library.

Consortium libraries give high priority to interlibrary loan requests from members and generally do not charge each other for services. A van transports materials among consortium members daily, thereby further speeding delivery of needed items.

The Boston Theological Institute consists of Andover Newton Theological School, the Boston College Department of Theology, Boston University School of Theology, the Episcopal Divinity School and Weston School of Theology, Gordon-Conwell Theological Seminary, Harvard Divinity School, Holy Cross Greek Orthodox School of Theology, and St. John's Seminary. Faculty members of the Department of Theology may use the libraries of these institutions upon presentation of their Boston College ID cards. Books may be borrowed from all except St. John's, and may be returned to any participating library. The Boston Theological Institute maintains a union list of serials, a microfiche copy of which is kept at the Bapst reference desk.

Brochures containing more detailed information about the Boston Library Consortium and the Boston Theological Institute, including hours of operation and telephone numbers, are available at the Bapst reference desk.

BOSTON LIBRARY CONSORTIUM

Boston Public Library
Copley Square
Boston, MA 02117
536-5400

Boston University
Mugar Memorial Library
771 Commonwealth Avenue
Boston, MA 02215
353-3704

Brandeis University
Goldfarb Library
415 South Street
Waltham, MA 02154
647-2514

Massachusetts Institute of Technology
MIT Libraries
Cambridge, MA 02139
253-5681

Northeastern University
Dodge Library
360 Huntington Avenue
Boston, MA 02115

State Library of Massachusetts
341 State House
Boston, MA 02133
727-2590

Tufts University
Tufts University Library
Medford, MA 02155
628-5000

University of Massachusetts at Amherst
Goodell Library
University of Massachusetts
Amherst, MA 01003
(617) 545-0150

University of Massachusetts-Boston
Library
University of Massachusetts-Boston
Harbor Campus
Boston, MA 02125
287-1900

University of Massachusetts
Medical School Library
55 Lake Avenue, N.
Worcester, MA 01605
(617) 856-2366

Wellesley College
Margaret Clapp Library
Wellesley College
Wellesley, MA 02181
235-0320

BOSTON THEOLOGICAL INSTITUTE - LIBRARIES

Andover Newton Theological School
Trask Library
169 Herrick Road
Newton Centre, MA 02159
964-1100

Boston University School of Theology
Boston University School of Theology Library
745 Commonwealth Avenue (second floor)
Boston, MA 02215
353-3034

Episcopal Divinity School
Weston School of Theology
The Libraries
99 Brattle Street
Cambridge, MA 02138
868-3450

Gordon-Conwell Theological Seminary
Goddard Library
130 Essex Street
South Hamilton, MA 01982
468-7111

Harvard Divinity School
Andover-Harvard Theological Library
45 Francis Avenue
Cambridge, MA 02138
495-5770

Holy Cross Greek Orthodox School of Theology
Cotsidas-Tonna Library
50 Goddard Avenue
Brookline, MA 02146

St. John's Seminary
The Library
Lake Street
Brighton, MA 02135
254-2610

European parliament. Documents de seance. (ISSN 0071-3023)
MB -GOV 65 (1972)+
WELC-MAIN Doc 1953+

European Parliament. European documentation. (ISSN 0014-2905)
MB -GOV 12-13 (1970-1971)
WALB-GOLD HC240.A1E89 (1)-2-13 (1959-1971)
WELC-MAIN Doc 9N4 (1967)+

European Parliament. Informations. (ISSN 0531-4321)
MB -GOV 1973+
WELC-MAIN Doc 1968+

European Parliament. Journal officiel.
MB -GOV 130 (1970)+

European Parliament. Monthly bulletin of European documentation. SEE European Parliament. European documentation.

European Parliament. Vierteljaehrliche methodische bibliographie. (ISSN 0423-7994)
WALB-GOLD Z7163.E8 5-11 (1958-1966)//
WELC-MAIN Doc 1956+

European Parliament. Working documents.
MB -GOV 141 (1972)+

European Parliament. Zittingsdocumenten.
MB -GOV 1967+

European Payments Union. Report of the managing board. (HG3881.EBA4)
MBNU-DODG 4 (1953/1954) Cataloged individually.
MBU -RUGR HG 3881 F511 1950/1951-1953/1954 1955/1956-1956/1957
URAS-UNIV HG3881.EBA4 4 (1953/1954)
WELC-MAIN Doc 1-9 (1950/1951-1958)//

European Peptide Symposium. Peptides. Proceedings.
MB -RLS QP552.P4E9 6 (1963)+ Analyzed.

European plastics news. (Supersedes Europlastics monthly.) (TP1101.E85)
MB -RLP TP1101.E85 2N4 (1975)+
URAS-PHSC TP1101.E85 Per 1-3 (1974-1976)+

European politics. (D1050.E888)
MBNU-DODG 320.94 E 2 (1969)//
MBU -RUGR D 1050 F66 1-2 (1966-1969)//
URAS-UNIV D1050.E888 1-2 (1966-1969)//

European polymer journal. (ISSN 0014-3057) (QD281.P6E8)
MBNU-CHEM 547.84 Per (1)-11N3 (1965-1975)
URAS-PHSC QD281.P6E8 Per 1-11 (1965-1975)+

European Regional Conference on Electron Microscopy. Proceedings.
MB -RLS QC232.37 1 (1956)
MBU -MED 1-3 (1956-1964)
MMET-MEDE QC373.E4E75 1956 1960 1964+
WALB-SCI QC373.E4E75 1956 1960

European review. (Superseded by International review.) (AP4.E78)
MB -RLS AP4.E78 (6-7)-24N1 (1956-1973/74)
URAS-UNIV AP4.E78 Per 17-22 (1966-1973/1974)//

European review of endocrinology. (QP187.A1E9)
URAS-UNIV QP187.A1E9 Per 1 (1964/1965)// Supplements 1-2 bound with 1 Accompanied by supplements with distinctive titles.

European Scientific Association for Medium and Long Term Forecasting. Publications.
MB -RLS Cataloged individually.

European scientific notes.
MBU -RUGR 8 1 F472 20 (1966)+

European series.
MB -RLS Scattered, cataloged individually.

European Society for the Study of Drug Toxicity. Proceedings. (Continued by European Society of Toxicology. Proceedings (RA1190.E8)
MBNU-CHEM RA1190.E8 2-8 10-13
URAS-UNIV RA1190.E8 1-13 (1963-1972) Supplements accompany some issues. Ceased pub. with 15 (1974)
URAS-UNIV A238. Microfilm 1 (1963) 3-7 (1964-1966 8 (1968) Ceased pub. with 15 (1974)

European Society of Haematology. Proceedings.
MMET-MEDE WH1.E87 5 (1955)+

European Society of Toxicology. Proceedings. (Continues European Society for the Study of Drug Toxicity. Proceedings.)
MB -RLS RA1190.E8 Scattered, analyzed.
MBNU-CHEM RA1190.E8 17 (1976)+

European Southern Observatory. Communications.
MBU -RUGR QB 4 E9 F62 1-4

European studies newsletter. (ISSN 0046-2802) (D1050.E8++
RCHB-BAP 5 (1975/76)+
URAS-UNIV D1050.E8885 Per

European studies review. (ISSN 0014-3111) (D1050.E9)
MB -RLP D1.E76 1 (1971)+
MBNU-MAIN D1.E76 Per 1 (1971)+
MBNU-DODG 940 Per 3 (1973)+
MBU -RUGR D 1 E761 1 (1971)+
RCHB-BAP 1 (1971) 3 (1973)+
MMET-MESS 1 (1971)+
URAS-UNIV D1050.E9 Per 1-4 (1971-1974)+ Volumes held since 1965 or later in Goodell.

European surgical research.
WAT -LP 5 (1973)+
WAT -LV Microfilm 1-5 (1969-1973)

European taxation. (HJ2599.5.E9 +)
RCHB-LAW 11 (1971)+
[illegible]

European university news. SEE Nouvelles universitaires europeennes. European university news.

European yearbook. SEE Annuaire europeen. European yearbook.

L'Europeo. (ISSN 0014-3189) (AP37.E87)
MBNU-MAIN Per Current year
URAS-UNIV AP37.E87 Per [illegible]

Europe's 5000 largest companies. (HG4910.E88 +)
MB -RLS HD2356.E9E93 1975+ Latest edition in Science Center
MBNU-DODG + HC 240 E8+ Ref 1 (1975)+
MBU -RUGR HC 240 E95R Ref Latest edition
[illegible]

SERIALS IN THE BOSTON COLLEGE LIBRARIES

Approximately 85-90% of the serial titles held by the Boston College Libraries may be found in the Boston College Libraries Serials Printout. Those not included in the printout may be found in the public catalog in Bapst Library and in the card catalog of the appropriate professional school library. All titles not currently included will be added prior to the opening of the new central library.

The printout has four major columns. The first is for internal use.

TO FIND A PARTICULAR SERIAL

Look in the second column for the title you wish to locate. The list is alphabetical, word by word, not letter by letter. The following conventions apply:

Abbreviations and initialisms file before words, e.g.

A.M.A. NEWS
A.V. GUIDE
ABSTRACTS OF ENGLISH STUDIES

Acronyms file as words, e.g.

LEARNING		UNANIMOUS
LOEX	OR	UNESCO
LUTHER		UNITED

Most serials will be listed under title or qualified title, e.g.
ADOPTION REPORT/NORTH AMERICAN CENTER ON ADOPTION (Qualified title)
JOURNAL OF PHILOSOPHY (Title)

When, however, the serial is the official publication of an organization, society or the like, its entry in the printout may be under the name of the organization, followed by the title of the serial, e.g.

ACADEMY OF MANAGEMENT. PROCEEDINGS - ACADEMY OF MANAGEMENT
AMERICAN FORENSIC ASSOCIATION. JOURNAL.

TO FIND OUT WHICH YEARS AND VOLUMES BOSTON COLLEGE HAS FOR EACH SERIAL

Look in the second column under the title you want. The symbols mean:

+ (Plus sign)	We have everything since the preceding date. This is an "open entry" which is continuing.
- (Hyphen between dates)	We have only what was published between the dates. This is a "closed entry."
// (After dates)	This serial ceased publication after the date given.
INC.	The holdings listed are incomplete. Issues or volumes may be missing.

TO FIND THE LOCATION FOR EACH SERIAL

Look at the second column and find the exactly corresponding line in the third column for each description of holdings. The same periodical or serial may be held in multiple locations.

Serial Locations	
Archives	Carney 34
Irish Collection	More Hall - request at Bapst Circulation desk
More Hall	More Hall - request at Bapst Circulation desk
Special Collections	More Hall - request at Bapst Circulation desk
Professional School Libraries:	
Geophysics Lib.	Weston Observatory
Law Library	Kenny/Cottle Library, Newton Campus
More Hall (Sci)	Request at the Science Library
Nursing Library	Cushing Hall 410
Resource Center	Kenny/Cottle Library, Newton Campus
Science Library	Devlin Hall 108
Social Work Library	McGuinn Hall B13
SOM Library	Fulton Hall 107

Special shelving locations within the professional school libraries will be indicated, in parentheses, immediately after the holdings statement:

AFL-CIO NEWS		
v.13-21,1968-77(Microfilm)	SOM Library	
STATE AND METROPOLITAN AREA DATA BOOK		REF. HA202.S84
1979+ (C3.134/5:Ref. Gov.Doc.)	SOM LIBRARY	
1979+	REFERENCE	
ULRICH'S INTERNATIONAL PERIODICAL DIRECTORY		Z6941.U5
Current edition only	REFERENCE	
Current edition only	SERIALS	
19th, 1980 (In Reference)	Social Work Lib.	

or by a location prefix before the call number in the last column.

STATISTICAL REFERENCE INDEX		REF. Z7554.U5S7p9
v.1,1980+	SOM Library	

The following locations are in Bapst Library:

CIRCULATION	A few highly used periodicals are kept at the Circulation desk.
DECK 3	The usual location for bound periodicals. They are shelved alphabetically by title.
DOCS. COLL.	Government and United Nations documents are found in a special area of Deck 3.
MICROFILM	These are between the microform readers and bound periodicals on Deck 3.
PERIODICALS	Current Periodicals Room in Bapst. Current unbound issues of periodicals are found here.

SERIALS	A few current periodicals are kept in the Serials Office, adjacent to the Periodicals Room.
STACKS	Consult the last column in the printout for the call number and proceed to the appropriate place in the stacks.

If you are unable to locate the title you are looking for in the printout or in the card catalog, please ask a Reference Librarian for assistance.

SAMPLE PAGE -- SERIAL PRINTOUT

BOSTON COLLEGE
LIBRARY SERIALS

NO: LS0003
DATE: 8/21/81
PAGE: 195

	V.1-27:1940-66 (MICROFILM)	NURSING LIB		
	V.28-35.1967-74	NURSING LIB		
99653200	QUARTERLY JOURNAL OF THE LIBRARY OF CONGRESS SEE UNITED STATES. LIBRARY OF CONGRESS. QUARTERLY JOURNAL			
		BAPST		
99653300	QUARTERLY JOURNAL OF THE ROYAL ASTRONOMICAL SOCIETY SEE ROYAL ASTRONOMICAL SOCIETY.			
		GEOPHY LIB		
00335691	QUARTERLY OF APPLIED MATHEMATICS.		QA1.Q25	
	V.1-21.1943-64	MCRE HALL(SCI)		
	V.22.1965+	SCIENCE LIB		
99653700	QUARTERLY PROGRESS REPORT. (M.I.T.) 1950-1967 INC.	SCIENCE LIB		
99653800	QUARTERLY REGISTER AND JOURNAL OF THE AMERICAN EDUCATION SOCIETY SEE AMERICAN QUARTERLY REGISTER			
		BAPST		
99653900	QUARTERLY REPORTS ON SULFUR CHEMISTRY SEE INTERNATIONAL JOURNAL OF SULFUR CHEMISTRY, PART B			
		SCIENCE LIB		
02709287	QUARTERLY REVIEW. (NASHVILLE)		PER. 8X8201.Q37A	
	V.1.1900+ 65203860	DECK 3		
	CURRENT NOS.	PERIODICALS		
99654000	QUARTERLY REVIEW		AP4.C2	
	V.10,1817/18-V.135,1873 INC.	MCRE HALL		
99654100	QUARTERLY REVIEW. DISTRICT OF COLUMBIA NURSES ASSOCIATION 1963-1971	NURSING LIB		
99654050	QUARTERLY REVIEW (EBP 2 R 646-675)			
	V.1.1809-V.205.1906	MICROFILM		
00335770	QUARTERLY REVIEW OF BIOLOGY.			
	V.9-39.1934-64	MCRE HALL(SCI)		
	V.40.1965+	SCIENCE LIB		
00335797	QUARTERLY REVIEW OF ECONOMICS AND BUSINESS			
	V.1.1961+ INC.	SCM LIBRARY		
99654350	QUARTERLY REVIEW OF HIGHER EDUCATION AMONG NEGROES			
	V.1.1933-V.28.1960	MICROFICHE		
00335800	QUARTERLY REVIEW OF HISTORICAL STUDIES.		PER. D1.G3	
	V.17.1977/78+ 17744180	DECK 3		
	CURRENT NOS.	PERIODICALS		
00335819	QUARTERLY REVIEW OF LITERATURE			
	V.1.1943-V.2.1945 INC.	DECK 3		
	V.3.1949+	DECK 3		

AUTOMATED IN-HOUSE LIBRARY SYSTEMS

The automation of the library functions of acquisItions, cataloging, circulation and serial control will enable the Boston College Libraries to increase their quality and level of service, while using resources more efficiently. The collection does not always meet the needs of its users at present, but librarians seldom have reliable statistics to indicate when supply does not meet demand or when there is no demand at all. Patrons may have difficulty locating information in the card catalog, finding items on the shelf or obtaining items quickly. Technology enables librarians to utilize computer systems to better meet user needs. Automation permits librarians to become effective collectors and disseminators of information.

Libraries can automate in two ways, using in-house programmers to develop integrated systems, or purchasing turnkey systems from a commercial vendor. Whichever method is selected, the benefits derived from the automation and integration of library functions are wide-ranging and will support and enhance academic research. Boston College has chosen to contract with vendors.

The following sections present an overview of the ways in which the application of technology to library functions can manage bibliographic information more effectively. Sample screen displays for circulation, cataloging and serials control are appended to illustrate the kinds of information available from an automated system.

I. Acquisitions

An acquisitions department is responsible for obtaining in-print and out-of-print materials. Many clerical functions are involved in the acquisitions process, from verification of bibliographic data, to ordering, to payment. Automation of acquisitions will eliminate some clerical routines and streamline others, resulting in several benefits to the academic community.

1. Orders can be processed more quickly, and information on the status of outstanding orders will be readily available.

2. Information needed for cataloging and circulation functions will be ready, speeding the processing of books from arrival to shelf.

3. Fund accounting will be maintained to provide accurate and current information on internal budget lines and allow careful monitoring of allocations.

4. Reports and other statistical information will be generated, including detailed analyses useful for formula-budgeting applications.

II. Circulation

Circulation lends itself to automation because many of its operations are repetitious and systematic. In addition, bibliographic information used for circulation purposes need not be as extensive or complex as that required by cataloging, serials or acquisitions. An automated circulation system enhances operations by providing better control of materials and speeding up routine functions.

1. An automated system provides rapid charging and discharging of library materials as well as current and accurate records of transactions.

2. Staff can determine quickly what is in circulation and when it is due.

3. Staff can tell who is eligible to borrow materials and what privileges should be extended.

4. Staff can easily identify what is "on hold," who wants it, and when it is no longer needed. In addition, automated systems can identify frequently requested titles so that extra copies can be added.

5. Statistical information on circulation, including in-house use of materials, will be readily available. This will be particularly important in developing and refining an acquisitions policy.

6. Processing of reserve items will be improved and several reports on reserve services will be generated including:

    a. items on reserve by professor's name
    b. items on reserve by course
    c. items to be removed from reserve
    d. statistics of reserve circulation

III. Online Public Catalogs

Boston College is planning to replace its present catalog with one that is online. For the past five years the Cataloging Department has been involved in a project to convert its older records to machine readable form using OCLC (See Section 1). Once in operation, the online public catalog will enhance and expand access to the collections.

1. Patrons and staff will have current and accurate information on items in the collection, including their location and availability.

2. Bibliographic records can be accessed by author, title, subject, call number and other indexes as well.

3. Subject access to all titles in the Boston College Libraries will be provided. This is not currently possible using the subject card catalog.

4. Patrons can, through Boolean logic, combine two search keys (i.e., author and subject, subject and call number, etc.) with logical operators "and," "or," and "and not" to limit or qualify subject searches.

IV. Serials

Unlike monographic publications, which are received, paid for and cataloged once, serials are ongoing -- they are received and paid for repeatedly and records of holdings must be updated regularly. Complexities in serial control

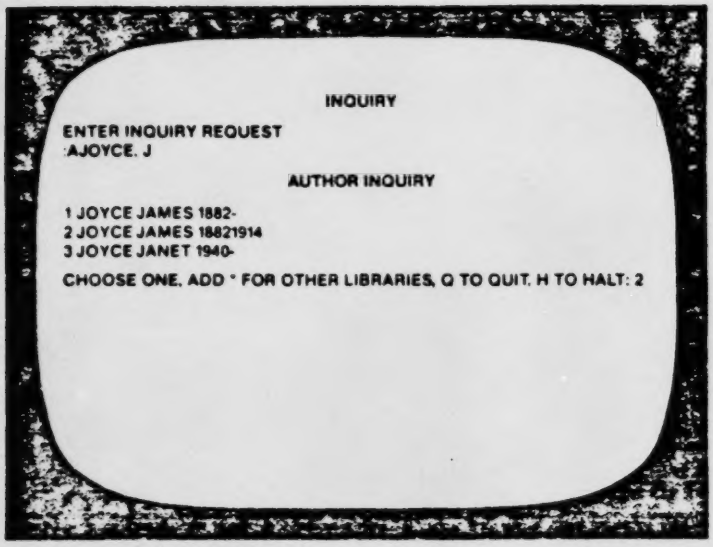
combined with the difficulty in using serial records make automation of serials attractive to patrons and staff alike. A serials management system will provide Boston College with these benefits:

1. There will be online access to serial records of all Boston College Libraries, including immediate updating of holdings statements.

2. More serial runs will be complete because missing issues will be claimed automatically, while they can be replaced.

3. Information previously difficult to obtain for serials - listings by language, subject, place, etc. will be available for evaluation and enrichment of the collection.

4. Communication with other academic users of the commercial online serials control system will be possible. This will facilitate Interlibrary Loans within the consortium.

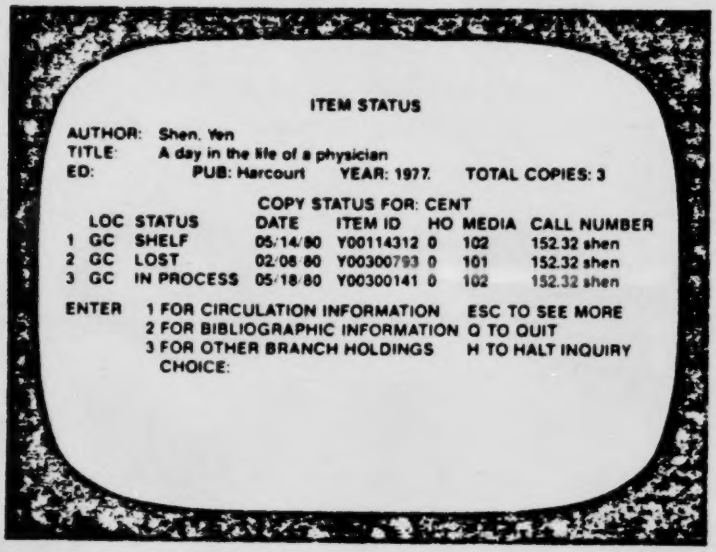

INQUIRY
ENTER INQUIRY REQUEST
:AJOYCE, J
AUTHOR INQUIRY
1 JOYCE JAMES 1882-
2 JOYCE JAMES 18821914
3 JOYCE JANET 1940-
CHOOSE ONE, ADD * FOR OTHER LIBRARIES, Q TO QUIT, H TO HALT: 2

9 MATCHES
1) Joyce, James, 1882-1941. 27003416
Dubliners.
The Modern library c1926 MONOGRAPH
2) Joyce, James, 1882-1941. 57005129 /r66
Letters;
Viking Press, 1957-66 MONOGRAPH
CHOOSE ONE, ADD * FOR OTHER LIBRARIES, ESC TO CONTINUE.
Q TO QUIT, H TO HALT: 2

Screens 1 and 2: Inquiry

Inquiry provides access to bibliographic data even if little information is known. Bibliographic records can be retrieved using an author name, a partial title or subject, or other indexes. On Screen 1, the patron is looking for Joyce, J. Having found the author he was looking for, he has additional information displayed on Screen 2.

SAMPLE SCREENS -- ONLINE PUBLIC CATALOG



ITEM STATUS

AUTHOR: Shen, Yen
TITLE: A day in the life of a physician
ED: PUB: Harcourt YEAR: 1977. TOTAL COPIES: 3

COPY STATUS FOR: CENT

	LOC	STATUS	DATE	ITEM ID	HO	MEDIA	CALL NUMBER
1	GC	SHELF	05/14/80	Y00114312	0	102	152.32 shen
2	GC	LOST	02/06/80	Y00300793	0	101	152.32 shen
3	GC	IN PROCESS	05/18/80	Y00300141	0	102	152.32 shen

ENTER 1 FOR CIRCULATION INFORMATION ESC TO SEE MORE
2 FOR BIBLIOGRAPHIC INFORMATION Q TO QUIT
3 FOR OTHER BRANCH HOLDINGS H TO HALT INQUIRY
CHOICE:

Screen 3: Item Status

This screen shows information about a particular item in the collection. The display includes author, title, publisher, date and number of copies owned. In addition, more specific information can be obtained for each copy in the library.

ITEM STATUS MAINTENANCE

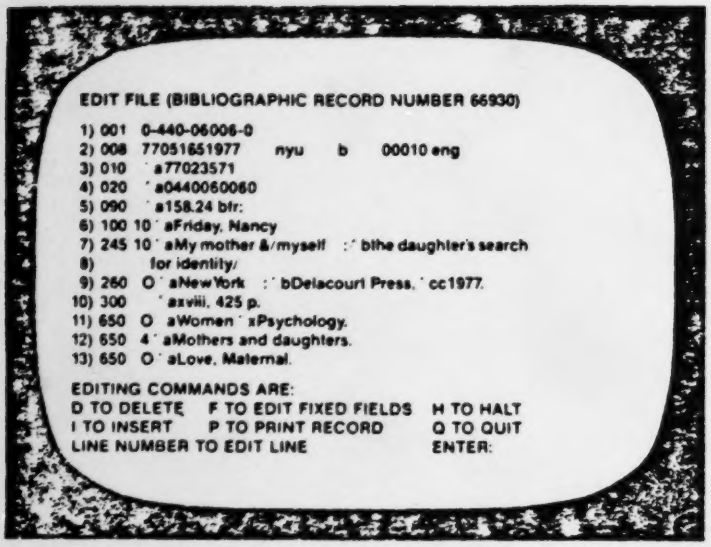
OCR NUMBER: Y00114312
LC #: 77023571 ISBN: 0440060060
AUTHOR: King, Bruce
TITLE: Beginning quilting
PUB: Simon, YEAR: c1978 ED:
LAST PROCESSING: MAR 13, 1980 LAST CIRC: May 14, 1980
CIRCULATIONS: 22
BRANCH: CENT LOCATION: GC
ORIGINAL BRANCH: ORIGINAL LOCATION:
STATUS — PROCESSING:
CIRCULATION: SHELF
HOLD:

1. ON ORDER 4. SEARCH 7. CLAIMS RETURNED
2. IN PROCESS 5. MISSING 8. CLAIMS N/C
3. IN TRANSIT 6. WITHDRAWN 9. LOST

CHOOSE STATUS TO CHANGE, Q TO QUIT, H TO HALT:

Screen 4: Item Status Maintenance

Items or copies can be edited to include additional information, such as media code, location or status, e.g. on order, in process, missing, withdrawn, claims returned, etc. Automated systems will generate reports listing items which have a particular status. Reports are printed in author or call number order and can be compiled using a date delimiter.


EDIT FILE (BIBLIOGRAPHIC RECORD NUMBER 66930)
1) 001 0-440-06006-0
2) 008 77051651977 nyu b 00010 eng
3) 010 ' a77023571
4) 020 ' a0440060060
5) 090 ' a158.24 bfr:
6) 100 10 ' aFriday, Nancy
7) 245 10 ' aMy mother &/myself : ' bthe daughter's search
8) for identity/
9) 260 O ' aNew York : ' bDelacourt Press, ' cc1977.
10) 300 ' axviii, 425 p.
11) 650 O aWomen ' xPsychology.
12) 650 4 ' aMothers and daughters.
13) 650 O ' aLove, Maternal.
EDITING COMMANDS ARE:
D TO DELETE F TO EDIT FIXED FIELDS H TO HALT
I TO INSERT P TO PRINT RECORD Q TO QUIT
LINE NUMBER TO EDIT LINE ENTER:

Screen 5: Edit File

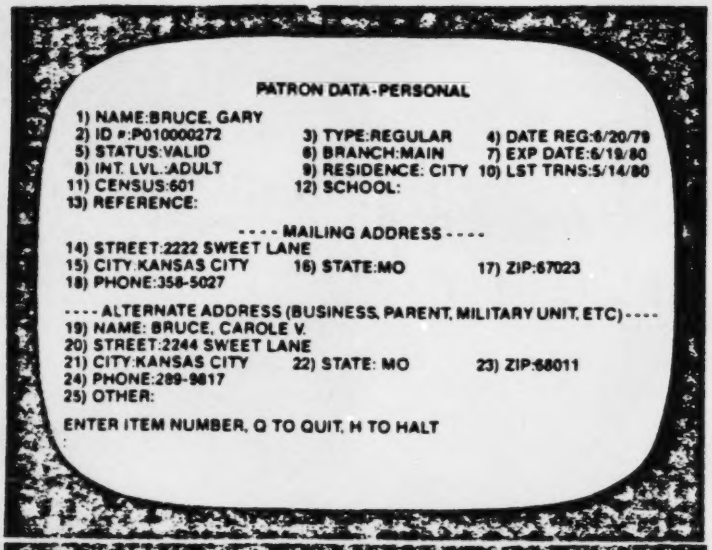
This file is used to add or change bibliographic records to the system. Catalogers use a work sheet similar to the one displayed on this screen to fill in information.

ITEM INFORMATION
010 77023571 020 0440060060
100 Friday, Nancy
245 My mother &/myself :^the daughter's search for identity
250 260 New York :^Delacourt Press, ^c1977.
1. Item Note:
2. Media:HBK 3. Price:
4. Prefix: 5. Call #:158.24 fri
6. Vol:
7. Branch:CENT 8. Loc:GC
OCR NUMBER:
EDIT COMMANDS:
E - Field # (e.g. E3) TO EDIT THAT AND ALL FOLLOWING FIELDS.
E . Field # (e.g. E.2) TO EDIT A SINGLE FIELD.
ENTER OCR# TO FILE RECORD.
Q TO QUIT. H TO HALT:

Screen 6: Item Information

Displayed here is specific information about a particular item, including author, title, publisher, place and date, format, location, call number, price OCR number, etc.

SAMPLE SCREENS -- AUTOMATED CIRCULATION SYSTEM -- FOR STAFF USE



PATRON DATA-PERSONAL

1) NAME:BRUCE, GARY
2) ID #:P010000272 3) TYPE:REGULAR 4) DATE REG:6/20/79
5) STATUS:VALID 6) BRANCH:MAIN 7) EXP DATE:6/19/80
8) INT. LVL.:ADULT 9) RESIDENCE: CITY 10) LST TRNS:5/14/80
11) CENSUS:601 12) SCHOOL:
13) REFERENCE:

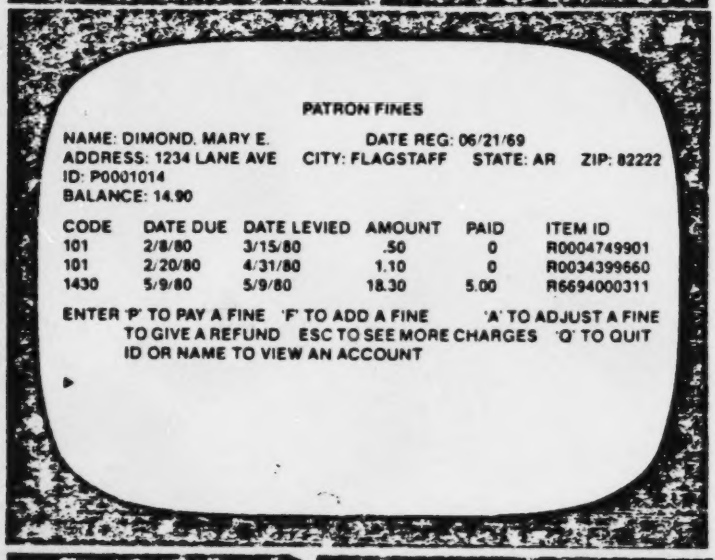
---- MAILING ADDRESS ----
14) STREET:2222 SWEET LANE
15) CITY:KANSAS CITY 16) STATE:MO 17) ZIP:67023
18) PHONE:358-5027

---- ALTERNATE ADDRESS (BUSINESS, PARENT, MILITARY UNIT, ETC) ----
19) NAME: BRUCE, CAROLE V.
20) STREET:2244 SWEET LANE
21) CITY:KANSAS CITY 22) STATE: MO 23) ZIP:68011
24) PHONE:289-9817
25) OTHER:

ENTER ITEM NUMBER, Q TO QUIT, H TO HALT

Screen 1: Patron Data, Personal

Displays name, address and status information for each patron registered in the system. The information from the file is used in the production of overdue and recall notices. Patron has access to own records only.



PATRON FINES

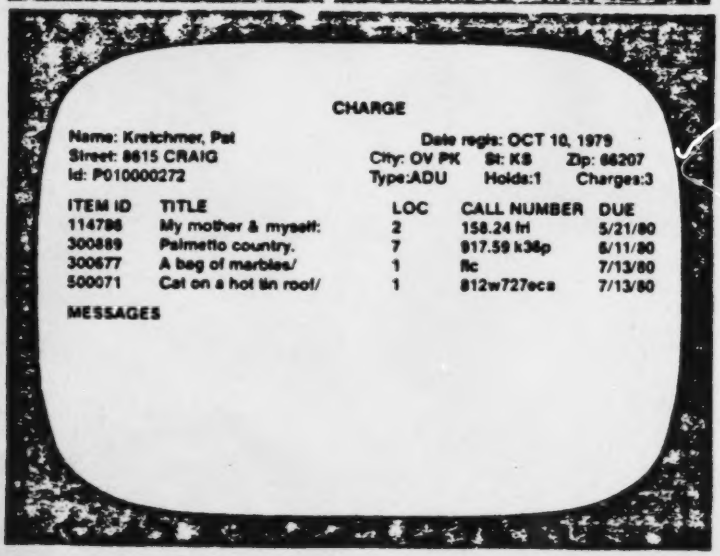
NAME: DIMOND, MARY E. DATE REG: 06/21/69
ADDRESS: 1234 LANE AVE CITY: FLAGSTAFF STATE: AR ZIP: 82222
ID: P0001014
BALANCE: 14.90

CODE	DATE DUE	DATE LEVIED	AMOUNT	PAID	ITEM ID
101	2/8/80	3/15/80	.50	0	R0004749901
101	2/20/80	4/31/80	1.10	0	R0034399660
1430	5/9/80	5/9/80	18.30	5.00	R6694000311

ENTER 'P' TO PAY A FINE 'F' TO ADD A FINE 'A' TO ADJUST A FINE
TO GIVE A REFUND ESC TO SEE MORE CHARGES 'Q' TO QUIT
ID OR NAME TO VIEW AN ACCOUNT

Screen 2: Patron Fines

The library can create and keep financial records for patrons who lose, damage or return items overdue. Automated systems also provide libraries with the capability to block borrowers with outstanding financial obligations. This screen displays a patron's financial status at the library.



CHARGE

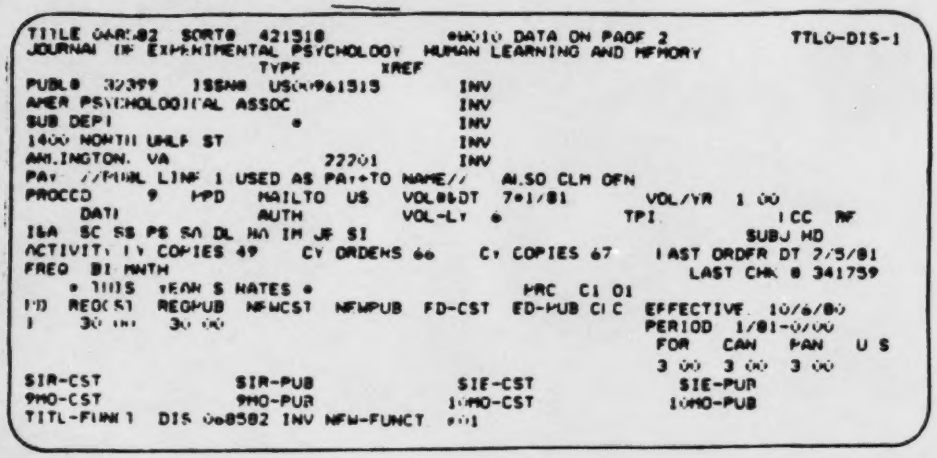
Name: Kretchmer, Pat Date regis: OCT 10, 1979
Street: 8615 CRAIG City: OV PK St: KS Zip: 66207
Id: P010000272 Type:ADU Holds:1 Charges:3

ITEM ID	TITLE	LOC	CALL NUMBER	DUE
114786	My mother & myself:	2	158.24 fri	5/21/80
300689	Palmetto country.	7	917.59 k38p	6/11/80
300677	A bag of marbles/	1	fic	7/13/80
500071	Cat on a hot tin roof/	1	812w727eca	7/13/80

MESSAGES

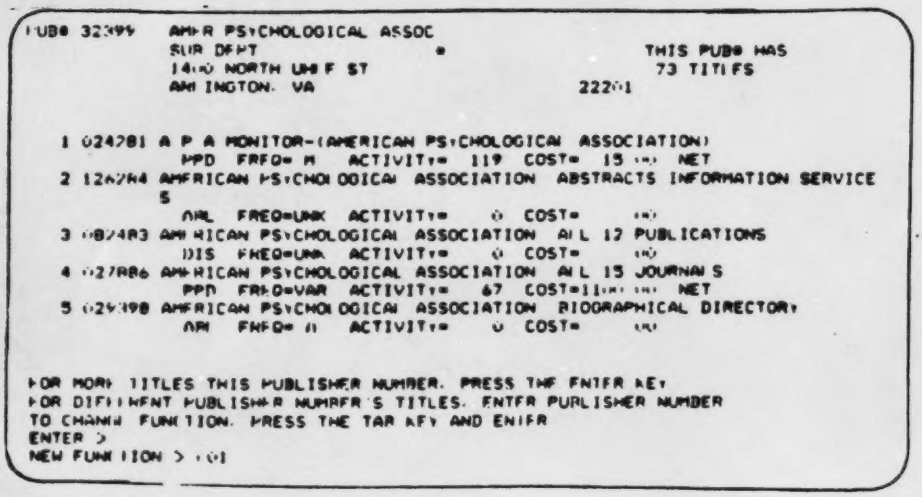
Screen 3: Charge Function

The charge function links a patron and an item. A machine readable label is used to identify each patron and item. Labels are scanned with a light pen, and patron and item data are displayed on the screen. Circulation staff can see all items charged out to a patron by entering or scanning the patron's ID number.


TITLE OARD02 SORT@ 421318 *MORE DATA ON PAGE 2 TTLO-DIS-1
JOURNAL OF EXPERIMENTAL PSYCHOLOGY: HUMAN LEARNING AND MEMORY
TYPE XREF
PUB@ 32399 ISSN@ US@=961515 INV
AMER PSYCHOLOGICAL ASSOC INV
SUB DEPT * INV
1400 NORTH UHLE ST INV
ARLINGTON, VA 22201 INV
PAY //PUBL LINE 1 USED AS PAY-TO NAME// ALSO CLM OFN
PROCED 9 PPD MAILTO US VOL@&DT 7=1/81 VOL/YR 1 00
DATE AUTH VOL-LY * TPI ICC RF
I&A SC SS PS SA DL MA IM JF SI SUBJ HD
ACTIVITY LY COPIES 49 CY ORDERS 66 CY COPIES 67 LAST ORDER DT 2/5/81
FREQ BI MNTH LAST CHK # 341759
* THIS YEAR'S RATES * PRC C1 O1
PD REQ(S) REQ-PUB NEWCST NEWPUB FD-CST ED-PUB CIC EFFECTIVE 10/6/80
1 30 00 30 00 PERIOD 1/81-12/00
FOR CAN PAN U S
3 00 3 00 3 00
SIR-CST SIR-PUB SIE-CST SIE-PUR
9MO-CST 9MO-PUR 10MO-CST 10MO-PUB
TITL-FUNC'T DIS 06B582 INV NEW-FUNCT *01

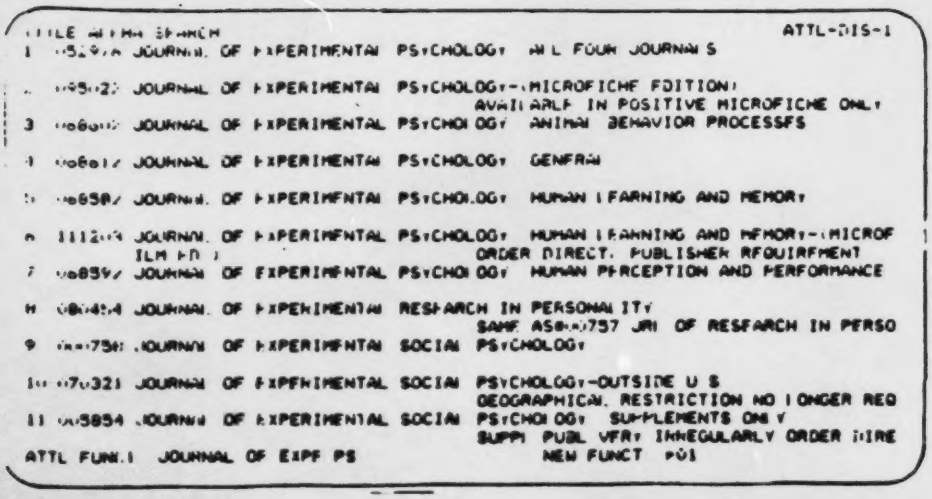
Screen 1: Title File

Provides complete biblographic, publisher and financial information for each serial or continuation title.


PUB# 32399 AMER PSYCHOLOGICAL ASSOC
SUB DEPT * THIS PUB# HAS
1400 NORTH UHLE ST 73 TITLES
ARLINGTON, VA 22201
1 024781 A P A MONITOR-(AMERICAN PSYCHOLOGICAL ASSOCIATION)
PPD FREQ= M ACTIVITY= 119 COST= 15 00 NET
2 12A7R4 AMERICAN PSYCHOLOGICAL ASSOCIATION ABSTRACTS INFORMATION SERVICE
S
ARL FREQ=UNK ACTIVITY= 0 COST= 00
3 0B7483 AMERICAN PSYCHOLOGICAL ASSOCIATION ALL 12 PUBLICATIONS
DIS FREQ=UNK ACTIVITY= 0 COST= 00
4 027R86 AMERICAN PSYCHOLOGICAL ASSOCIATION ALL 15 JOURNALS
PPD FREQ=VAR ACTIVITY= 67 COST=11000 00 NET
5 029498 AMERICAN PSYCHOLOGICAL ASSOCIATION BIOGRAPHICAL DIRECTORY
ARL FREQ= A ACTIVITY= 0 COST= 00
FOR MORE TITLES THIS PUBLISHER NUMBER, PRESS THE ENTER KEY
FOR DIFFERENT PUBLISHER NUMBER'S TITLES, ENTER PUBLISHER NUMBER
TO CHANGE FUNCTION, PRESS THE TAB KEY AND ENTER
ENTER >
NEW FUNCTION > *01

Screen 2: Titles Within Publisher

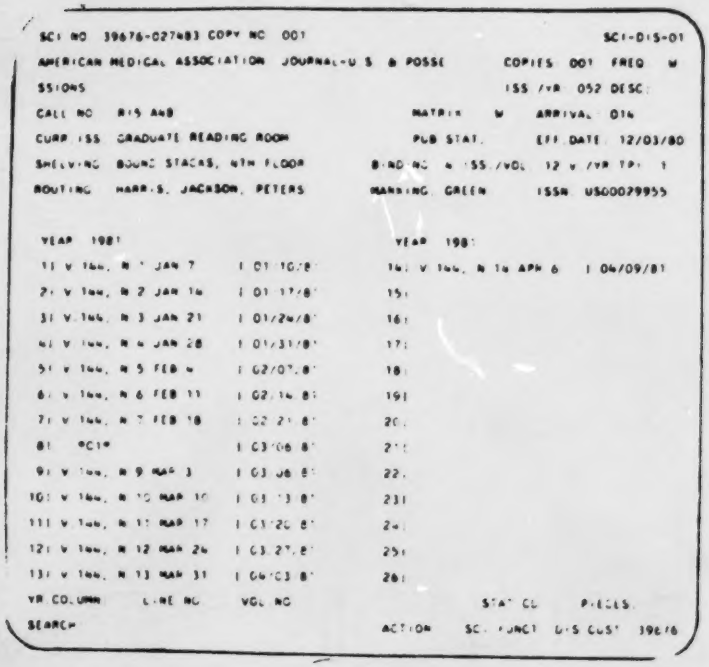
Displays in one listing all titles offered by a single publisher.


TITLE ALPHA SEARCH ATTL-DIS-1
1 05A9A JOURNAL OF EXPERIMENTAL PSYCHOLOGY ALL FOUR JOURNALS
2 0595C2 JOURNAL OF EXPERIMENTAL PSYCHOLOGY-(MICROFICHE EDITION)
AVAILABLE IN POSITIVE MICROFICHE ONLY
3 06B0C0 JOURNAL OF EXPERIMENTAL PSYCHOLOGY ANIMAL BEHAVIOR PROCESSES
4 06B0C7 JOURNAL OF EXPERIMENTAL PSYCHOLOGY GENERAL
5 06B58A JOURNAL OF EXPERIMENTAL PSYCHOLOGY HUMAN LEARNING AND MEMORY
6 1112C4 JOURNAL OF EXPERIMENTAL PSYCHOLOGY HUMAN LEARNING AND MEMORY-(MICROF
ILM ED.) ORDER DIRECT, PUBLISHER REQUIREMENT
7 06B5A7 JOURNAL OF EXPERIMENTAL PSYCHOLOGY HUMAN PERCEPTION AND PERFORMANCE
8 0B04B4 JOURNAL OF EXPERIMENTAL RESEARCH IN PERSONALITY
SAME AS@=0757 JRL OF RESEARCH IN PERSO
9 0A0758 JOURNAL OF EXPERIMENTAL SOCIAL PSYCHOLOGY
10 07U321 JOURNAL OF EXPERIMENTAL SOCIAL PSYCHOLOGY-OUTSIDE U S
GEOGRAPHICAL RESTRICTION NO LONGER REQ
11 0A5854 JOURNAL OF EXPERIMENTAL SOCIAL PSYCHOLOGY SUPPLEMENTS ONLY
SUPPL PUBL VERY IRREGULARLY ORDER DIRE
ATTL FUNC'T JOURNAL OF EXPE PS NEW FUNCT *01

Screen 3: Alpha Titles

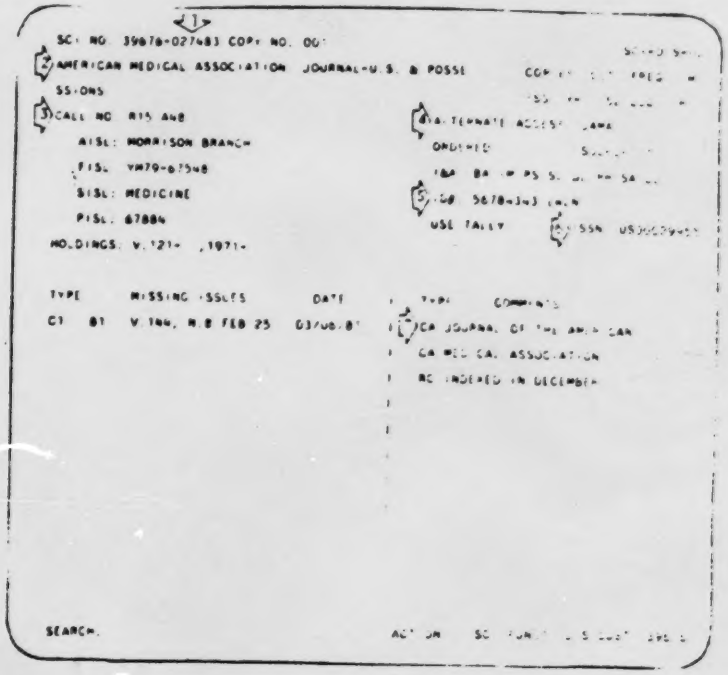
Provides user with alphabetic access to title file.

SAMPLE SCREENS -- SERIALS MANAGEMENT SYSTEM


SCI NO 39676-027483 COPY NO 001
SCI-DIS-01
AMERICAN MEDICAL ASSOCIATION JOURNAL-U S & POSSE
COPIES 001 FREQ M
SSIONS
ISS /YR 052 DESC
CALL NO R15 A48
MATRIX M
ARRIVAL 014
CURR ISS GRADUATE READING ROOM
PUB STAT.
EFF DATE 12/03/80
SHELVING BOUND STACKS, 4TH FLOOR
BIND NO 4 ISS./VOL 12 V /YR TP 1
ROUTING HARRIS, JACKSON, PETERS
MARKING GREEN
ISSN US00029955
YEAR 1981
YEAR 1981
11 V 144, N 1 JAN 7
14: V 144, N 14 APR 6 | 04/09/81
21 V 144, N 2 JAN 14
31 V 144, N 3 JAN 21
41 V 144, N 4 JAN 28
51 V 144, N 5 FEB 4
61 V 144, N 6 FEB 11
71 V 144, N 7 FEB 18
81 *C1*
91 V 144, N 9 MAR 3
101 V 144, N 10 MAR 10
111 V 144, N 11 MAR 17
121 V 144, N 12 MAR 24
131 V 144, N 13 MAR 31
YR COLUMN
LINE NO
VOL NO
STAT CD
PIECES
SEARCH
ACTION
SC FUNCT
DIS CUST
39676

Screens 4 & 4a: Serials Check-in

Displays basic record for each title and contains current check-in data, plus details about claims, replacements, shelf location, routing and marking instructions, holdings and binding information. Previous years' check-in records can also be seen.



COMPUTERIZED REFERENCE SERVICES

Online database services have been available at the Boston College Libraries since 1974. At that time, the Nursing Library obtained access to the MEDLINE database and other files of the National Library of Medicine (NLM) system. In March 1976, the Lockheed system was introduced at Boston College and was followed shortly by the System Development Corporation (SDC) system. Databases offered by Bibliographic Retrieval Services, Inc. (BRS) and the New York Times Information Bank were added in 1977. Access to the full Dow Jones Retrieval Service, The Source, and the NIH-EPA system occurred in late 1981.

At the present time, we have access to over 165 databases. This figure increases every month as each system vendor adds new files. Users of the service include faculty, graduate and undergraduate students, professional and administrative staff, alumni, and some people unaffiliated with Boston College.

What happens during a computer search?

The search analyst uses a remote access terminal and is connected by telephone via a telecommunications network (Tymnet, Telenet, Uninet) with a host computer system hundreds or thousands of miles away. Direct communication between the searcher and computer occurs because a conversational program dialogue is used. A search strategy is typed in. The results are displayed and, if they are unsatisfactory, the strategy can be modified and reviewed until it fits the requirements of the original question. Search results can be printed immediately while online or an offline print can be requested. Offline prints are done on high speed printers the same night and mailed from the computer site to Boston College. They generally arrive within 3-5 days. The results are then reviewed and discussed with the user and payment is made for the search.

Search Costs

Boston College Libraries charge users the direct costs involved in conducting a search. These are the computer connect time charged by the vendor, the telecommunications costs and offline print charges (if any). Indirect costs are not passed on to the user. The cost given for each database on the price list includes the connect time and communications costs. An average search costs around $10.00 to $20.00, but can vary greatly depending upon the complexity of the subject, the thoroughness desired, the number of items needed, the number of databases searched, and whether the results are printed online. You may set your price limit, and the reference librarians can usually tailor the search accordingly.

Advantages of computer searching

SPEED. Research requires time - time to locate information, time to read, time to digest and synthesize. A computer search can locate references to books, journal articles, dissertations, and reports much more quickly than you can locate them manually. An average search takes about 10 minutes of computer time.

FLEXIBILITY. An online database has more access points for each document than would be available in the printed index. It is possible to retrieve words or phrases from the title, abstract, or subject heading fields and to combine concepts using Boolean operators. Results can be limited by language, type of

publication, author affiliation, country of publication, availability of publications from a documents supplier, and other factors depending upon how the database is constructed. During the presearch interview, the reference librarian will discuss these features, and the most effective parameters will be selected.

CURRENTNESS. Online files are usually updated before their published counterparts are printed and distributed. For example, an online search of the BIOSIS PREVIEWS database done in December 1981 will retrieve citations that will appear in the January 1982 issues of Biological Abstracts. Some databases are updated daily; Dow Jones stock quotations are available with a fifteen minute time delay.

CONVENIENCE. Online searching can be conducted anywhere there is an electrical outlet and a telephone. Portable terminals weigh as little as 13 lbs.

COST-EFFECTIVENESS. A detailed online search can be done at far lower cost in terms of a person's time than an equivalent manual search of printed indexes and abstracts.

COMPREHENSIVENESS. Online searching provides access to many more sources of information than even the largest libraries have available in printed form. There is also an increase in the number of databases which appear in machine-readable form only and have no printed equivalent.

Disadvantages of computer searching

SCOPE AND TIME SPAN. Online databases are becoming increasingly available in most subject areas; however, the number of databases in the humanities is still smaller than in other disciplines. Very few databases cover more than 10-15 years of literature; this could be a major problem in certain disciplines.

BROWSING. It is possible to browse through search results online. Extensive browsing could add several dollars to the cost of a search. In many cases, it is cheaper to have more citations printed offline and scan them for relevance than to do complete scanning online and pay higher charges for computer connect time.

COSTS. Online searching is not free. The Library recovers direct costs through user fees. There are costs involved in searching the literature manually whether the search is performed by a researcher or librarian. This fact tends to be forgotten when money is not exchanged. The time vs. cost factor has to be resolved by each library user.

EQUIPMENT MALFUNCTIONING. Occasionally, terminals break down, telecommunications networks are unavailable, or computer systems "crash." Since the Libraries have a few terminals, we can usually control the first problem. The other problems are beyond our control. A database or system may be unavailable for a day, but this is a rare occurrence.

Types of databases

Cuadra Associates, which produces the Directory of Online Databases, has divided online databases into two broad types: reference databases and source databases.

Reference databases refer the user to another source for additional details or the complete text. This source might be a document, an organization, or an individual. Reference databases may be bibliographic or referral.

Source databases contain complete data or the full text of the original source information. Some are numeric, containing original survey data or statistically manipulated data. Textual-numeric databases have a number of fields in each record that combine textual and numeric information. A properties database contains the type of information found in scientific handbooks. Full text databases contain the complete text of an item.

DATABASE TYPE	EXAMPLES
Reference	
Bibliographic	BIOSIS PREVIEWS (Biological Abstracts and Reports, Reviews and Meetings) MEDLINE (Index Medicus) The Source MLA Bibliography PsycINFO (Psychological Abstracts)
Referral	The Source Foundations (Foundation Directory, Foundation Grants Index) Grants SSIE (Smithsonian Scientific Information Exchange)
Source	
Numeric	The Source PTS U.S. Time Series and PTS International Time Series Nielsen Television Index
Textual-Numeric	The Source PTS U.S. Forecasts and PTS International Forecasts Toxicology Data Bank Dow Jones News/Retrieval Service Disclosure II
Properties	NIH-EPA CHEMLINE RTECS (Registry of Toxic Efffects of Chemical Substances)
Full Text	The Source LEXIS CHEMLAW WESTLAW Standard & Poor's News NAARS (National Automated Accounting Research System)

Types of searches

Reference librarians perform several types of searches depending upon the information needs of requesters.

RETROSPECTIVE SEARCH - a search of a database covering its total time span.

COMPREHENSIVE SEARCH - all pertinent material from the total time span of all databases likely to contain the information.

SHORT SEARCH - a search that retrieves a few articles on a topic or by an author; sometimes this is a "quick and dirty" search.

SDI SEARCH - a search that is run on a continuing basis against each update of the database to keep a user up-to-date on a subject.

READY REFERENCE SEARCH - using an online database as an aid in reference work to save time for the librarian.

The sample searches following indicate some of these types.

For more information on computer searches, contact one of the reference librarians. Information about computer searching is included in each library instruction program. Special presentations about this service for departmental meetings, classes, or administrative officers and support staff are available on request.

SEARCH TOPIC THE EFFECTS OF TELEVISION ON THE BEHAVIOR OF CHILDREN AND TEENAGERS.

```
FILE11:PSYCINFO - 67-81/OCT
(COPR. AM. PSYCH. ASSN.)
        SET ITEMS DESCRIPTION
        --- ----- -----------
          1    85 BEHAVIOR?(F)TEENAGE?
          2 12626 BEHAVIOR?(F)CHILD?
          3  2708 BEHAVIOR?(F)ADOLESCEN?
          4  1997 BEHAVIOR?(F)BOY?
          5  1174 BEHAVIOR?(F)GIRL?
          6   414 BEHAVIOR?(F)YOUTH?
          7 15656  1 OR 2 OR 3 OR 4 OR 5 OR 6
 ?S S7 AND (TELEVISION OR TV)
          8  1279 TELEVISION
          9  1227 TV
         10   236  7 AND (8 OR 9)
 ?T10/3/1-3
10/3/1
6-50070 VOL NO: 66 ABSTRACT NO: 50070
  THE  INFLUENCE  OF  POSITIVE  T.V.  PORTRAYALS ON CHILDREN'S BEHAVIOR AND
ATTITUDES TOWARD THE PHYSICALLY DISABLED.
  GLAUBERMAN, NANCY R.
  COLUMBIA U TEACHERS COLL
  DISSERTATION ABSTRACTS INTERNATIONAL   1980 OCT VOL 41(4-A) 1386-1387

10/3/2
6-07885 VOL NO: 66 ABSTRACT NO: 07885
  THE EFFECTS OF TELEVISION ON THE PROSOCIAL BEHAVIOR OF YOUNG CHILDREN.
  MOORE, SHIRLEY G.
  J MINNESOTA, INST OF CHILD DEVELOPMENT, MINNEAPOLIS
  YOUNG  CHILDREN    1977  JUL  VOL  32(5)   60-64   CODEN:  YNGCAJ   ISSN:
0440728

10/3/3
6-07870 VOL NO: 66 ABSTRACT NO: 07870
  THE EFFECTS OF TV ACTION AND VIOLENCE ON CHILDREN'S SOCIAL BEHAVIOR.
  HOSTON-STEIN, ALETHA ET AL
  J PANISH, LAWRENCE
  JOURNAL  OF  GENETIC  PSYCHOLOGY    1981 JUN VOL 138(2)  183-191   CODEN:
GPYAI   ISSN: 00221325

 ?T10/5/2
10/5/2
6-07885 VOL NO: 66 ABSTRACT NO: 07885
  THE EFFECTS OF TELEVISION ON THE PROSOCIAL BEHAVIOR OF YOUNG CHILDREN.
  MOORE, SHIRLEY G.
  J MINNESOTA, INST OF CHILD DEVELOPMENT, MINNEAPOLIS
  YOUNG  CHILDREN    1977  JUL  VOL  32(5)   60-64   CODEN:  YNGCAJ   ISSN:
0440728
  LANGUAGE: ENGLISH   DOCUMENT TYPE: JOURNAL ARTICLE
  DISCUSSED THE CONCERN OF EDUCATORS OVER THE PAST DECADE ABOUT THE EFFECTS
OF CHILDREN OF EVER-ESCALATING TV VIOLENCE.  IT IS NOTED THAT CHILDREN ALSO
SEEM  TO  IMITATE THE BEHAVIOR OF SOME OF THE PROSOCIAL CHARACTERS THEY SEE
ON TV.  STUDIES ARE REVIEWED THAT SHOW THAT PROGRAMS SUCH AS ""MR.  ROGER'S
NEIGHBORHOOD''  APPEAR  TO  BE  EFFECTIVE IN INFLUENCING THE ATTITUDES AND
BEHAVIOR OF YOUNG CHILDREN.  INDIVIDUAL DIFFERENCES AND THE  DURABILITY  OF
THESE EFFECTS NEED TO BE FURTHER EXPLORED. PERHAPS PROSOCIAL TV COULD TEACH
CHILDREN  TOLERANCE  FOR OTHER RACIAL AND ETHNIC GROUPS,  THE OPPOSITE SEX,
THE HANDICAPPED, AND THE ELDERLY. (10 REF)
  DESCRIPTORS: CHILDREN, TELEVISION VIEWING, VIOLENCE, SOCIAL BEHAVIOR
  IDENTIFIERS: TV VIEWING, PROSOCIAL DEVELOPMENT, YOUNG CHILDREN
  SECTION HEADINGS: 2240 .(PSYCHOSOCIAL & PERSONALITY DEVELOPMENT)
```

DW JONES STOCK QUOTE PEPORTER SERVICE.
TOCK QUOTES DELAYED OVER 15 MINUTES
=CLOSE PRICE ADJUSTED FOR EX-DIVIDEND

MRO=Marathon Oil

:OCK	BID CLOSE	ASKED OPEN	HIGH	LOW	LAST	VOL(100'S)
-D	107 1/8	106 1/4	106 1/2	104 1/4	105	7512

$PRD/P

MEDIA GENERAL-FINANCIAL
SERVICES, INC.
ARKET AND FUNDAMENTAL DATA ON
OMMON STOCKS AND RELATED
UMMARY MATERIAL ON INDUSTRY
ROUPS. COPYRIGHT (C) 1981.

O CONTINUE TYPE A DOLLAR SIGN $
OLLOWED BY THE PAGE NUMBER YOU
ISH AND THEN DEPRESS THE
ARRIAGE RETURN. EXAMPLE: $1

$1 → Gives Price and Volume Info.

OLAROID CORPORATION
-RICE & VOLUME- 11/20/81 (243)

-ICE CHANGE (1)
AST TRDNG WK 5.1%
AST 4 WKS -0.6%
AST 13 WKS -26.0%
AST 52 WKS -27.3%
P TO DATE -17.5%
ANGE VS. S & P 500
AST TRDNG WK 105%
AST 4 WKS 97%
AST 13 WKS 79%
AST 52 WKS 83%
P TO DATE 92%

$2 → Gives Fundamental Data

-ICE RANGE (2)
AST CLOSE $20.63
2 WEEK HIGH $33.50
2 WEEK LOW $19.00
5 YEAR HIGH $60.25
5 YEAR LOW $19.00
ELATIVE PRICE
-/E RATIO CURRENT 11.0
-/E RATIO 5 YR AVG HI 22.6
-/E RATIO 5 YR AVG LOW 11.2
-RICE TO COMMON EQUITY 69%
-RICE TO REV PER SHARE 47%
-ELATIVE PRICE INDEX 82%

Topic:

Price and Volume Data and Fundamental Data on Polaroid Corp.
PRD=Polaroid

This data base has information on earnings, dividends, price-earnings ratios and stock-price performance relative to market indicators on 3200 companies listed on the New York, American and selected Over-the-Counter companies, as well as composite information on 180 industries.

•MM

WEEKLY ECONOMIC SURVEY
OF NOV. 27, 1981

SURVEY OF FORECASTS BY ECONOMISTS AND MONEY-MARKET
DESKS AT 40 TO 50 LEADING FINANCIAL INSTITUTIONS
PREPARED WEEKLY BY MONEY MARKET SERVICES, INC.,
OAKMONT, CALIFORNIA.

ENTER FOR

•A COMMENTARY AND ANALYSIS
•B MEDIAN FORECASTS OF MONETARY AND ECONOMIC INDICATORS
•C CHARTS SHOWING DISTRIBUTION OF FORECASTS

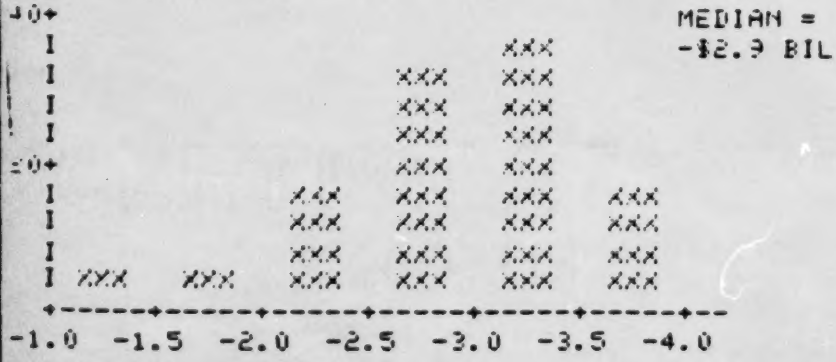
•B

MEDIAN FORECASTS OF MONETARY AND ECONOMIC INDICATORS
FROM WEEKLY SURVEY OF NOVEMBER 24, 1981

	LAST ACTUAL		SURVEY MEDIAN	
1 M1B	+$2.3 BLN		-$ .8 BLN	
2 MONEY MARKET INDEX	N/A		+1.0	
3 NET BORROWED RESERVES	$131 MLN		$100 MLN	
4 AVERAGE WEEKLY FUNDS RATE	N/A		12.0%	
5 CPI IN THE FOURTH QUARTER	N/A		7.5%	
6 CPI IN THE FIRST QUARTER	N/A		7.0%	
7 CPI IN THE SECOND QUARTER	N/A		7.0%	
8 DISCOUNT RATE IN 30 DAYS	N/A		12.0%	
9 TRADE BALANCE	-$2.6 BLN	(SEP ACT)	-$2.9 BLN	(OCT EST)
10 LEADING INDICATORS	-2.7%	(SEP ACT)	-1.0%	(OCT EST)
11 UNEMPLOYMENT RATE	8.0%	(OCT ACT)	8.2%	(NOV EST)

•09

(09) FORECASTS OF THE LEVEL (IN BIL.OF DOL.) IN
PCT.OF THE U.S. TRADE BALANCE DURING OCTOBER
PCT.RESP. TO BE RELEASED MONDAY, NOVEMBER 30



COLLECTIONS AND COLLECTION DEVELOPMENT

BUDGET ALLOCATIONS

Every year each library in the library system receives a budget for materials which it allocates for the purchase of books, journals, and nonprint material in the various disciplines represented by the academic departments using that library. In order to monitor these allocations, the libraries record expenditures and encumbrances throughout the year. A sample of a Bapst departmental report is appended.

COLLECTION DEVELOPMENT POLICIES

The Library's general policy is to purchase materials of lasting value which support the current and future course work and research activity of the faculty and students. Given budgetary constraints, the Library must be selective in developing its research collections, and therefore endeavors to build on its traditional areas of strength. As a general principle, individual libraries try not to duplicate material elsewhere in the system unless expected high use justifies multiple copies.

COLLECTION DEVELOPMENT PROCEDURES

Each library has at least one professional bibliographer responsible for building the library's collection by selecting appropriate materials. In the selection process the bibliographers consult a variety of sources - general and specialized review journals, publisher's catalogs, bibliographies - in addition to relying on their own knowledge of the fields of study. As a supplement to the selection process, the libraries have a number of standing or continuation orders for significant scholarly sets of works and publisher's series. In addition, Bapst has an approval plan for the automatic receipt of new books in its major areas of interest from 45 of the most important university presses in the United States and Canada. These presses are listed below:

Alabama
Bucknell
California
Chicago
Columbia
Cornell
Duke
Duquesne
Fairleigh Dickinson
Georgia
Harvard
Hoover Institute
Illinois
Indiana
Johns Hopkins
Kansas
Kentucky
LSU
MIT
Missouri
NYU
Nebraska
North Carolina
Notre Dame
Ohio
Oxford (NY)
Penn
Penn State
Pittsburgh
Princeton
Rutgers
Southern Illinois
Stanford
Teachers College
Temple
Tennessee
Texas
Toronto

Massachusetts
McGill-Queens
Michigan
Minnesota
Wayne State
Wisconsin
Yale

The professional school libraries do not have blanket order plans with these presses.

Faculty recommendations are always encouraged. Although academic departments may have internal procedures for processing library materials requests, all recommendations, whether for books, journals, or microforms, should be sent to the appropriate contact person at each library:

Bapst Library
John Atteberry - Philosophy, Theology and Classics
Robert Bruns - History, Political Science, Slavic and Eastern Languages
John Stalker - English
Ed Rosenfeld, Chief Acquisitions Librarian - All other areas

Law Library
Sharon Hamby, Chief Librarian

Management Library
Rhoda K. Channing, Chief Librarian

Nursing Library
Mary L. Pekarski, Chief Librarian

Resource Center
Jacqueline D. Seuss, Librarian

Science Library
Cliff McElroy, Chief Librarian

Social Work Library
Harriet J. Nemiccolo, Chief Librarian

All requests should be made on a library request form indicating the relevant bibliographic information. Two sample forms used at Bapst are illustrated below. These forms are "searched" at Bapst by library personnel to determine if the material requested is available, and the bibliographic information is complete and correct. A multi-part order form is typed for books not in the library and one section is filed in the catalog by title to let users know the book has been ordered. For out-of-print materials, an active desiderata file is maintained. In Bapst one part of the multi-part form is sent to the faculty member, who then has the option of asking that the title be cataloged for him or her on a "rush" basis for circulation within 24 hours.

Boston College, Chestnut Hill, Massachusetts 02167 Telephone (617) 969-0100

-- Bapst Fund Report --

Bapst Library

To:

The following report shows the status of your book budget as of . For further information please call the Acquisitions Department, Extension 3207.

Department	Allocation	Periodical Expenditure 1979-1980	Standing Order Expenditure 1979-1980	Encumbered Monographs	Expended Monographs	Expended Periodicals	Expended Standing Orders	Total Expenditure	BALANCE

BOOK REQUEST: PLEASE PRINT OR TYPE

Author/Editor: Pompeiano, Ottavio and Cosimo Ajmone-Marsan, eds.

Title: Brain Mechanisms and Perceptual Awareness

Place/Pub/Date: Raven Press, 1981

Series: International Brain Research Organization, Monograph Series, vol. 8

Price: $52.00 Copies: Vols: Edition:

Approved: Notify: Prof. X

Remarks: Found in Publisher announcement

FOR LIBRARY USE ONLY

Call No:

Source: Vendor: Dept:

PC	CAT
FB	OCLC
BIP	NUC
BBIP	
_BIP	

BOOK REQUEST

BOOK REQUEST: PLEASE PRINT OR TYPE

Author/Editor:

Title: Journal of Modern History. Vol 53, 1981+

Place/Pub/Date: University of Chicago

Series:

Price: $35.00/yr. Copies: Vols: Edition:

Approved: Notify: Prof. X

Remarks: Quarterly. Flyer attached. Also back order for last ten years.

FOR LIBRARY USE ONLY

Call No:

Source: Vendor: Dept:

PC	CAT
FB	OCLC
BIP	NUC
BBIP	
_BIP	

JOURNAL REQUEST

The professional school libraries use other forms.

REPLACEMENT OF LIBRARY MATERIALS

The replacement process for a damaged or missing book is initiated by the Circulation Department. Circulation staff set aside books in need of repair so that Acquisitions staff can determine whether to repair, replace or withdraw them. The procedure for replacing a missing book differs somewhat. Books can be declared missing in two ways - when a borrower fails to return a book, or when a patron requests a search.

After a book is overdue, a notice is sent to the borrower. If the item is not returned within three months, the book is considered missing. The book card is kept in the Circulation file for one year, after which the card is pulled and a final search made for the book. If the book card cannot be found, the book card is sent to Acquisitions for a replacement decision.

When a patron cannot locate a book, and requests a search at the Circulation Desk, a staff member will verify bibliographic information and check various locations in the Circulation department. If the book cannot be found, the patron is notified, the search card dated and filed. After six months the search process is repeated. If the book is not found, the search card is sent to Acquisitions for replacement.

If you are unable to locate a book, please request a search at the Circulation desk so that missing items can be replaced before they become unavailable.

GOVERNMENT DOCUMENTS

INTRODUCTION

Each year the Boston College Libraries receive thousands of official documents from many governmental and political organizations, e.g. the United Nations, the Commonwealth of Massachusetts, the World Health Organization, the United States Government Printing Office, etc. The most significant collection of documents for the Boston College community, measured in terms of use and number of items acquired, is the collection of United States Government Documents. It is with this collection that the following brief explanation is concerned.

THE DEPOSITORY LIBRARY PROGRAM

In the early 1800's Congress began a limited, informal program for distribution of its documents. Through the years this program greatly expanded and evolved into the Depository Library Program. Today, approximately 1400 libraries throughout the United States participate in this program which was created with the following broad objectives:

> To help fulfill its responsibility to inform the public on the policies and programs of the Federal government, Congress established the Depository Library Program. This program is based upon three principles: 1) with certain specified exceptions, all government publications shall be made available to depository libraries; 2) depository libraries shall be located in each state and Congressional district in order to make government publications widely available; and 3) these government publications shall be available for the free use of the general public. (U.S. Congress. Joint Committee on Printing. Government Depository Libraries: The Present Law Governing Designated Depository Libraries, revised March, 1981. Joint Committee Print, 97th cong., 1st sess., 1981.)

From 1859 the Boston Public Library has been a regional depository of U.S. government documents and since then has received and retained all documents issued through the Depository Library Program. In 1963 Boston College was designated as a selective depository to receive only those documents that are of interest to the Boston College community. In 1979 the Boston College Law Library also was designated as a selective depository.

LOCATION AND ORGANIZATION OF THE COLLECTION

United States government documents are received daily in the government documents department in Bapst Library. After they are processed, approximately fifty percent of the documents are then shelved at Bapst Library, and the remaining documents are sent to the professional school libraries (Nursing, Social Work, Science, and Management) to be housed in their collections. The Law Library, as a separate depository library, receives documents daily, direct from the government, and houses all these documents in its own collection.

Within each of the libraries at Boston College, a small number of the government documents is integrated with the book collection and shelved according to the Library of Congress classification system. However, most documents are maintained in separate collections and are classified and shelved according to the Superintendent of Documents classification system. For access to these documents, one should consult with the documents librarian at Bapst Library or the librarians in the professional school libraries. Also, the Monthly Catalog of United States Government Publications, which is a comprehensive index to government documents, is available in each of the Boston College libraries.

DESCRIPTION OF THE COLLECTION

The activities of the executive, judicial and legislative branches of the Federal government, as well as the numerous departments, agencies and commissions are all well represented by the many series of government documents received at Boston College. Congressional documents include House and Senate reports, hearings, committee prints, and public laws. Agency and department publications come in many forms: annual reports, regulations, handbooks, guides, research reports, bulletins, etc. The Law Library has microfiche copies of documents indexed by the CIS Index (Congressional Information Service) from 1977 to the present.

Many government documents are considered key reference works and are of permanent and historical value. Over the years the government has sought to bring into the Depository Library Program the most essential government documents series. Listed below are a few of the popular titles or series which are received at Boston College (for a complete list of documents received at Boston College contact the documents librarian or a reference librarian):

Budget of the United States Government
Bureau of Labor Statistics (bulletin and report series, etc.)
Census of Housing
Census of Population
Code of Federal Regulations
Congressional Record
Federal Register
Slip Laws (Public)
Statistical Abstract
Statutes at Large
Supreme Court Reports
United States Code
Weekly Compilation of Presidential Documents

CIRCULATION OF DOCUMENTS

The circulation of government documents within the B.C. community is governed by the same circulation policies that apply to the regular book collection. The great majority of documents may be charged out for the standard loan period of one month, a limited number of documents do not circulate because they are classified as reference works, and all documents are available to be placed on reserve. Also, according to Federal law, all documents must be made available for the free use of the public.

PUBLICATION FORMAT

Until recently, all United States government documents received at Boston College were in paper form. However, increasingly, the United States Government Printing Office is publishing material in microform, and each year depository libraries are receiving a greater percentage of documents in microfiche. Facilities are available in each of the Boston College libraries to read and to photocopy from documents in this format.

In 1981, Boston College was designated as an Affiliate Data Center of the newly formed Center for Massachusetts Data (CMD). The CMD was created through the United States, Bureau of the Census' State Data Center Program. As an Affiliate Center, Boston College will not only serve as a reference center for the public use of census data, but also will have access to that data in computerized form. Either through direct purchase of computer tapes, at reduced cost, or through a batch or timesharing mode, the Boston College community in the years ahead will have a greater opportunity to use computerized census data.

MEDIA SERVICES

The Media Services Department is the newest addition to library services at Boston College. The department recently moved beyond the planning stages and began to develop its software collection. 800 classical, popular and spoken word recordings have already been purchased. The collection of Shakespeare's plays on audio and video cassettes is growing. Several slide sets, including the Pierpont Morgan Library collection of illuminated manuscripts, and a collection of photographs taken by members of the Farm Security Administration during the 1930's broaden the usefulness of the collection.

As the media collection is being developed to coordinate with the research and curricular needs of Boston College faculty and students, your suggestions for purchases are particularly welcome. No formal lending policies have been established but faculty members are encouraged to use the media collection. Two cassette players with head phones are available for listening to the audio cassettes in the library. For more information contact Bettie Rose, Media Services Librarian, ext. 3201.

Other Facilities

Media collections also exist in the Nursing Library in Cushing Hall and the Resource Center on the Newton Campus.

The collection in the Frederick J. Kennedy Learning Resource Center in the Nursing Library consists of over 1,500 items in nursing and related fields. A wide assortment of audiovisual equipment, for in-house use only, is also available.

The center is open Monday-Friday 10:00 a.m.-4:30 p.m., Sunday-Thursday evenings 7:00-9:00 p.m. and Saturday 2:00-4:00 p.m. Contact Kevin Tringale, Resource Center Supervisor, at ext. 3235 for additional information.

The Resource Center on the Newton Campus has a collection of more than 1,800 recordings, mostly of classical music. These recordings are available for loan or use in the center, which has ten listening stations. A complete catalog of the recordings is available in the Resource Center and the Media Services Librarian in Bapst has a list of these records. The Resource Center Librarian, Jacqueline Seuss, ext. 4412, can be contacted for more specific information.

COURSE-RELATED BIBLIOGRAPHIC INSTRUCTION

Library use training is needed for all levels of research, from the most elementary to the most advanced. New needs arise at each level of education, often for each new subject studied, and to some extent for each new library used. Course-related bibliographic instruction, arranged between instructor and librarian when students have research assignments, is probably the most useful and effective way for students to acquire needed research skills.

For students in introductory courses with assignments that go beyond a textbook, library instruction assists them in making effective use of appropriate periodical indexes and the list of Library of Congress Subject Headings, and enables them to locate bound journals and other materials. Students writing research papers can profit from instruction in locating and compiling bibliographies with the help of library tools. Graduate students often need to learn the more advanced tools in their fields, including databases, citation indexes and the National Union Catalog, as well as relevant documents and statistical sources.

To arrange for course-related bibliographic instruction for your students, contact:

Bapst Library - James Tobin
Management Library - Pearl L. Alberts
Nursing Library - Mary Pekarski
Science Library - Marilyn Grant
Social Work Library - Harriet Nemiccolo

SPECIAL COLLECTIONS
More Hall

BELLOC COLLECTION

The library and personal papers of Hilaire Belloc (1870-1953). His publications on a wide range of subjects and in a variety of forms (biography, history, politics, economics, religion, essays, poems, fiction, satire, children's literature) reflect an uncommon versatility. (10,000 vols., 150 manuscripts, 6,000 letters, sketches, notebooks, music, photographs)

CITIWIDE COORDINATING COUNCIL - BOSTON

Official records of the group created to implement court-ordered desegregation of the Boston Public Schools. The Council was formed in May 1975 and dissolved August 1978. Collection includes minutes of School Committee and Council meetings, annual and interim Council reports to the Court, monitors' reports on busing, attendance, teaching staff and buildings. (140 linear feet)

DRINAN COLLECTION

Papers of U.S. Representative Robert F. Drinan (Dem. - Mass.), 1970-1980, the best known Catholic priest to hold a seat in Congress. Collection includes legislative and general correspondence, committee hearings and reports, voting records, speeches, campaigns, testimonials, local office files. (500 linear feet)

GOLDSTEIN COLLECTION

The library and personal papers of David Goldstein (1870-1958). A former associate of Gompers, Goldstein repudiated him and the Socialist movements, adopted Catholicism and became a writer for the Pilot. Books, clippings, articles, speeches, debates, chiefly on Socialism, Communism, the American labor movement and Catholic social thought in the U.S., 1900-1950. (52 vols., 37 linear feet)

JESUITANA COLLECTION

Early and rare works by or about Jesuits, particularly for the period 1540-1773. Special strengths include the Counter-Reformation, Jansenism, and early Jesuit missions in India, the Far East, North and South America. (1,500 vols.)

LITURGICAL COLLECTION

Books, periodicals and pamphlets on the whole spectrum of Catholic activities in the U.S. from the 1920's to Vatican II, including the Mass, Sacraments, parish structure, education, public and private devotions, religious articles,and other pertinent materials. (4,000 items)

MERTON COLLECTION

Autographed first editions of Thomas Merton (1915-1968). Also manuscripts, foreign translations, lecture notes, unpublished addresses and sermons, letters, mostly relating to monastic life, and contemporary literature. (150 vols., 12 manuscripts, 3 linear feet notebooks and correspondence)

MORRISSEY COLLECTION

Japanese wood block prints (Ukiyo-e) from the period of highest development of this art form, 1700-1850, with several books on the materials and techniques involved. (125 prints, 66 vols.)

SPECIAL IRISH COLLECTION

A carefully selected compilation on Irish history and culture from pre-Roman times to the present, including scholarly materials on antiquities, church history, language and literature, political, economic and social history, the fine and useful arts. (4,350 vols.)

WILLIAMS COLLECTION

The ethnology, natural and social history of the Caribbean area, including Mexico and Central America from discovery and exploration to 1940, with special emphasis on Jamaica. Supporting sections of Africana and Judaica. (10,000 vols., 6,100 manuscripts, maps)

Other Collections

For information on the THOMPSON-MEYNELL-PATMORE COLLECTIONS in Bapst Library, and the RITA P. KELLEHER COLLECTION in the Nursing Library, see the current edition of the Boston College Fact Book.

GLOSSARY

ACOUSTIC COUPLER - A device which connects a terminal to a telephone handset. It changes the terminal's electrical signals to ones which the telephone can transmit to and from a computer. Some acoustic couplers are built into terminals, others are separate.

AND - A Boolean operator used in searching. The use of AND restricts a search because the terms it connects must be found in the same document.

BIBLIOGRAPHIC RETRIEVAL SERVICE (BRS) - A commercial database vendor, one of the three most used in academic libraries.

BOOLEAN OPERATORS - Words or symbols used to combine or exclude terms during a computer search. AND, OR and NOT are typical of the Boolean operators.

CITATION - A reference to a bibliographic record or the information in such a record, as: author, title, date, pagination.

CONNECTORS - Boolean operators used to combine concepts in forming a search statement.

CONTROLLED VOCABULARY - A subject authority list such as a thesaurus used in indexing in printed and computerized databases. Contrast with Natural Language Databases.

CRT(CATHODE RAY TUBE) - A terminal with a video screen like a television.

DATABASE - Typically a vast and continuously updated file of information, abstracts, or citations on a subject field or fields. Online databases are designed to enable searchers to search, sort and print data, using a terminal and subject headings, key words, or other means of access.

DATABASE PRODUCER - A compiler or publisher of a database, as the Educational Resources Information System is the producer of the ERIC database.

DATABASE SUPPLIER - May also be a producer, but may supply to customers databases of several producers.

DEDICATED LINE - A telephone line linking a computer directly to a terminal.

DESIDERATA Wanted items, usually either very expensive or out-of-print, of which librarians keep a list.

DIALOG - A commercial database vendor, a subsidiary of Lockheed.

DOWN - As in 'The system is down." The computer system is malfunctioning and cannot be used.

ELECTRONIC MAIL - Sending messages from one computer terminal to another. This is a part of the OCLC Interlibrary Loan Subsystem.

FIELD - A part of a record storing a specific kind of information, such as publisher or edition.

FULL-TEXT SEARCHING - Has various meanings, including the capability of searching for a given string of characters throughout the records in a file.

INTERACTIVE SYSTEM - A computer system which permits the user to communicate directly with the computer in a conversational mode.

MACHINE READABLE - A format for presenting data, such as magnetic tape or disc, which can be read by a computer. Some typefaces are also machine readable.

MAIN ENTRY - The principal access point to a bibliographic record. As computer access becomes more common, the main entry becomes less important, because the record may be accessed in several ways.

MODEM - MOdulator-DEModulator which converts machine readable data into signals which can be transmitted to a computer over telephone lines.

NATURAL LANGUAGE - Communication with a computer using words from natural speech, such as STOP, PRINT, rather than symbols.

NOT - A Boolean operator used in a search statement to eliminate unwanted results. An example might be "Horses" NOT "Racing."

ONLINE - Direct communication between a user and a computer system.

NATURAL LANGUAGE DATABASE - A database without assigned indexing terms.

OR - A Boolean operator which links related terms in a search statement.

PRINTOUT - Printed computer output.

SEARCH STRATEGY - An ordered set of search statements to be fed to the computer. It includes choosing the terms, relating them, and ordering them.

SEARCHING - A library term used to mean both bibliographic searching, which is the completion and verification of bibliographic information about library materials, and computer searching, which is the use of databases to obtain bibliographic or non-bibliographic data.

SHELFLIST - A file, often in card format, of the books in the library in the order in which they appear on the shelf. This is often the official record of the holdings of the library.

SYSTEM DEVELOPMENT CORPORATION (SDC) - One of the major database vendors.

TELECOMMUNICATIONS - Digital communication between a terminal and a computer via such networks as Tymnet or Telenet.

TELENET - A telecommunications network of the GTE Telenet Corporation.

THESAURUS - A list of the subject headings used in indexing a particular data file.

TIME-SHARING - A method which allows several users to interact with the same computer system at the same time.

TYMNET - The telecommunications network of the Tymshare Corporation.

UNION LIST - A list of the holdings of several libraries or branches of libraries in one alphabet. The Boston Library Consortium produces a Union List of Serials in member libraries.

UNIT RECORD - A unit of related information for an item, as for example, a bibliographic citation.

USER CORDIAL - A computer device is user cordial if it asks the user for the information it needs, and prompts the user to make correct responses. Terminals intended for use by the public must be user cordial, as no degree of expertise in programming can be assumed. The program must enable the user to learn as he proceeds.

LIBRARY DIRECTORY

Central Administration	
University Librarian-Thomas F. O'Connell	3195
Asst. University Librarian for Central Services-Jeremy Slinn	3205
Asst. University Librarian for Professional School Libraries-Mary Pekarski	3236
Systems Librarian-Colin McKirdy	3220
Administrative Manager-James M. O'Neill	3195
Bapst Library	
Bapst Librarian-Jeremy Slinn	3205
Chief Acquisitions Librarian-Edward L. Rosenfeld	3207
Chief Catalog Librarian-P. F. Barry O'Dwyer	3210
Circulation Librarian-Pamela A. Ross	3574
Government Documents Librarian-Richard J. Coughlin	3221
Media Services Librarian-Elizabeth L. Rose	3201
Serials Librarian-Leigh A. Chatterton	3213
Circulation Desk	3214
Interlibrary Loan Desk	3209
Reference Department	3201
Chief Reference Librarian-John C. Stalker	3201
James Tobin-Bibliographic Instruction	3201
Monique Lowd-Computer Searching and Interlibrary Loan	3201
Shari Grove	3201
Reserve Desk	3200
Special Collections	More Hall
Head of Special Collections-Ralph J. Coffman	3282
Special Collections Librarian-Frank J. Seegraber	3282
Curator, Liturgical Collections-William Leonard, S.J.	3282
Special Collections Cataloger-H. Lawrence Durant	3282
Geophysics Library	Weston Observatory 899-0950
Law Library	Stuart House
Chief Librarian-Sharon Hamby	4408
Catalog Librarian-Catherine P. Fitzgerald	4409
Public Service Librarian	4406
Reference Librarian-Gyorgy J. Lang	4406
Technical Services Librarian-Darcy Kirk	4410
Public Services	4405
Management Library	Fulton Hall
Chief Librarian-Rhoda K. Channing	3216
Reference Librarians-Pearl L. Alberts, Barbara Mento	3218
Circulation-Mary F. Conner	3217
Reserve-Sandra Perry	3217
Nursing Library	Cushing Hall
Chief Librarian-Mary L. Pekarski	3236
Reference Librarian-Anne F. Lippman	3235
Resource Center Supervisor-Kevin Tringale	3235
Resource Center, Newton Campus	Kenny Cottle Library
Librarian-Jacqueline D. Seuss	4412
Science Library	Devlin Hall
Chief Librarian-F. Clifford McElroy	3230
Reference Librarian & Coordinator, Computer Search Service-Marilyn Grant	3231
Social Work Library	McGuinn Hall
Chief Librarian-Harriet J. Nemiccolo	3233
Reference Librarian-Vivian Moreau	3233